



Revised April 2006

PLEASE READ THIS NOTICE AND ALL RESPECTIVE FORMS CAREFULLY.
**CHECKLIST FOR APPLICATION FOR A CONSULAR REPORT OF BIRTH ABROAD / PASSPORT/
SOCIAL SECURITY NUMBER:**

For further information please visit our website
<http://Hamilton.USConsulate.gov>

- ☐ The baby's birth certificate.
 - ☐ Proof of United States citizenship of parent(s).
Proof of citizenship means a United States passport **and at least one of the following or a combination of the following:**
 - (a) United States birth certificate. **Hospital birth certificates are not acceptable.**
 - (b) United States naturalization or citizenship certificate
 - (c) United States consular report of birth abroad
 - ☐ If the parents are married, the original or certified true copy of the state or government issued marriage certificate. **The document issued by the church is not acceptable.**
A state or government issued marriage certificate will state that the marriage was registered at the Department of Vital Records, the Registry General, etc. This document is usually signed by the County Clerk, the Registrar General, the Clerk of Court, etc. The marriage license issued by the state/government is **not** a marriage certificate and cannot be accepted as proof a legal marriage occurred.
 - ☐ If either parent was married previously please submit an original or a certified copy of the divorce decree, annulment or death certificate establishing the end of this marriage.
 - ☐ In those cases where only one parent is a United States citizen, evidence of physical presence/residence in the United States is required. For example, school records, college or university records and work records. (Please note: University transcripts do not necessarily prove physical presence, all semesters must add up to the required amount of time, original documents are required) You are required to prove 5 years of physical presence in the United States, 2 after the age of 14 years.
 - ☐ Two (2) 2" by 2" photos, **U.S. passport size, not Bermuda passport size.**
 - ☐ Completed Consular Report of Birth Abroad application, passport application and social security number application form.
 - ☐ Two-parent signature or notarized parental consent document.
 - ☐ For out-of-wedlock births to a U.S. citizen father, completed Affidavit of Physical Presence/Residence to be completed by father, then signed by father in presence of the U.S. Consul.
- Please contact this office to book an appointment 295-1342 ext 222 or 228, which will last approximately one hour.
 - You **are** required to bring your baby/child to the appointment.
 - Photocopies of documents are not acceptable.
 - If you do not have a United States passport, you must submit some other form of photo identification, i.e. driver's license, military ID, voter's registration card etc.
 - Please do not sign the passport application; this must be signed in front of the Consular Officer at the time of your interview.
 - **The cost is \$65.00 for the registration of your child as a United States citizenship (this fee is non refundable) and \$82.00 for the issuance of a United States passport. Payment is by either cash or credit cards. Personal checks are not accepted.**
 - **Please bring this checklist with you to your appointment.**

THE ABOVE DOCUMENTS WILL NOT GUARANTEE APPROVAL OF YOUR APPLICATION. ADDITIONAL
INFORMATION MAY BE REQUIRED AT THE CONSUL'S DISCRETION.